

# ***Utah Commission on Volunteers***

## ***Operational Monitoring Guide***

### ***UTAH AMERICORPS PROGRAMS***



**Subgrantee:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Contract #:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Monitor(s):** \_\_\_\_\_

<b>A) <u>Member Documentation</u></b> Do member files contain the following:	<b>Appears OK</b>	<b>Needs Improve- ment</b>	<b>Requirement not met</b>	<b>N/A</b>	<b>Comments</b>
1. Is the member enrolled in eGrants within 30 day requirement?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Evidence of eligibility (e.g., age, citizenship, education level)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Member enrollment forms?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Documentation for health and child care (where applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Criminal checks for members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. End of term of service form?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7. Signed member contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8. Member written agreement to complete high school diploma/GED (where applicable)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9. Member performance evaluation (mid-term and end of service)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10. Position description?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11. Change of status/early release forms including regular increments (e.g., weekly, bi-weekly)? documentation for early termination (compelling reason)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12. Certification of eligibility to receive post-service educational award?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**COMMENTS:**

<b>B) <u>Benefits and Coverage</u></b> Does the program have documentation showing:	<b>Appears OK</b>	<b>Needs Improve ment</b>	<b>Requirement not met</b>	<b>N/A</b>	
1. Childcare made available to eligible members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2. Family and medical leave coverage for members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Grievance procedures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Health care coverage for eligible member?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Liability insurance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6. Workers Compensation coverage for members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**COMMENTS:**

<b>C) <u>Time and Attendance Records</u></b>	<b>Appears OK</b>	<b>Needs Improve ment</b>	<b>Requirement not met</b>	<b>N/A</b>	
2. Are time and attendance records signed by the member and supervisor or oversight official?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3. Do time and attendance records indicate time spent on various activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4. Do time and attendance records track total program training hours and stay within the 20% cap (aggregate)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5. Are living allowances distributed in	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**COMMENTS:**

<b>D) <u>Policies and Procedures</u></b> <b>Does the program:</b>	<b>Appears OK</b>	<b>Needs Improve ment</b>	<b>Requirement not met</b>	<b>N/A</b>	<b>Comments</b>
1. Have a local recruitment plan that encourages diversity?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Post program on AmeriCorps website ( <a href="http://www.americorps.org">www.americorps.org</a> )?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Provide reasonable accommodation?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Support members in getting GED and in post-service educational transition?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. Encourage (not require) members to vote and allow members time to vote with no penalty?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6. Allow members to serve on jury duty and in Armed Forces with no penalty?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. Provide members with appropriate supervision?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8. Promptly notify changes to child and health care providers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9. Report serious injuries to the State Commission and/or national office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10. Apply service release and resumption policies appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11. Comply with the Drug-Free Workplace Act?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12. Ensure that it does not supplant or duplicate services or displace employees?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13. Have policies to ensure that members do not engage in prohibited activities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14. Have a procedure for filing and adjudicating a grievance? ( <i>Procedure must include dispute resolution, opportunity for hearing, and binding arbitration.</i> )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15. Obtain written approval from State Commission or National office when required?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16. Institute appropriate liability coverage and safety precaution for members?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17. Track progress toward achievement of program objectives?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
18. Demonstrate that it is on-track in meeting objective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
19. Use AmeriCorps logo and participate in AmeriCorps events?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
20. Provide member orientation that enhances member security and sensitivity to the community and covers their risks and responsibilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
21. Provide pre-service and on-going training that ensures that members are adequately skilled to perform their service?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**COMMENTS:**